


21 Auust 1975

MEMORANDUM FOR: Division, Staff, and Branch Chiefs, OJCS  
SUBJECT : Interviews with Investigating Committees

Please make sure all your personnel read the attached memorandum. This is an interim procedure. It is quite likely that OJCS personnel will be contacted for interviews in view of the interest in the Agency budget procedures. OJCS employees should contact me immediately if contacted by a Committee staffer. From that point, we will follow the procedure contained in the attached memorandum.

STATINTL

  
Executive Officer, OJCS

Attachment:

Review Staff Memo 75/2525 dtd 19 Aug 75

Review Staff: 75/2525

Date 19 August 1975

TO : CIA Task Force  
FROM : The Review Staff,   
SUBJECT : SSC/HSC Request

STATINTL

RECEIVED: Date \_\_\_\_\_ Time \_\_\_\_\_

We are trying to set up procedures with the HSC governing interviews with employees. This will be difficult as the HSC insists on maintaining a wider chasm between legislature and executive than the SSC; HSC will not allow CIA representatives to accompany the interviewee unless the latter requests an adviser (semantics and cosmetics); most interviews will be taking place in HSC premises because different staffers will be dropping for different parts of the interview. However, I believe we can accommodate most of this without sacrificing any principle.

Meanwhile Committee Staffers are contacting employees to arrange appointments. Until we can get some other ground rules established, please remind everyone:

1. To advise the HSC staffer that they should first contact me.
2. Employees should also contact me promptly.
3. Home offices should have someone senior available to accompany any employee during the interview, "at his request."
4. A brief memo for the record should be written on the highpoints of the interview.

	Action	Info
SC/DCI		✓
A/DDA	✓	
A/DDI	✓	
A/DDO	✓	
A/DDSET	✓	
OGC	✓	
OLC	✓	
IG	✓	
IC		✓

Please be sure to contact your detailees as well as staffers working in your immediate area.

I will make every effort to reassure employees and to advise them of the probable subjects to be discussed. I will appreciate you doing the same, since some of these requests may come as a shock.

*Jan. 1975*

The following definitions are proposed for guidance in reporting on files the Agency holds on US nationals and US organizations. Some of the definitions are modifications of those in the "Privacy Act of 1974" paragraph 552a.

Manual Files:

The term record means any item of information about an individual or organization that is maintained by the Agency and that contains his or its name, or the identifying number, or other identifying particular assigned to the individual or organization.

The term folder means a single folded cover or envelope for holding or filing records on an individual or organization.

The term file means a <sup>*folder or a*</sup> group of ~~any~~ folders from which information can be retrieved by the name of the individual or organization or by some identifying number or other identifying particular assigned to the individual or organization.

The term index means an ordered reference list of names of individuals or organizations. The index may be simply a listing of names with one or a few other items of information associated

with the name or may be a listing of titles of folders in a file\*

Machine Files:

It is difficult to construct precise parallel definitions for machine records but the governing element should be the factor of retrievability of information on an individual or organization simply by name or identifying number or other identifying particular assigned to the individual or organization.

\*Publicly published directories, such as telephone books, Who's Who, or those of professional societies, should not be included in reports.